



**PARKS AND RECREATION COMMISSION
AGENDA**

Wednesday, September 18, 2019 • 6:30 p.m. • San Bruno City Hall, Room 115, 567 El Camino Real

WELCOME TO OUR COMMISSION MEETING

If you wish to speak on an item under discussion by the Commission and appearing on the agenda, you may do so upon receiving recognition from the Commission Chair. If you wish to speak on a matter not appearing on the agenda, you may do so during PUBLIC COMMENT. Please state your name and address; if you are representing an organization, please state the name of the organization. In compliance with American Disabilities Act, individuals requiring accommodations for this meeting should notify us 48 hours prior to meeting (616-7180).

Please note: Commission policy allows a maximum of three (3) minutes for individual comments.

1. **CALL TO ORDER/ROLL CALL:** Chair Mike Palmer, Vice Chair Kris Gonzales, Lorry Greenberg, Nadia Koshafa, Jessica Martinucci, Alexander Melendrez, David Nigel, Lucy Zamattia, Michael Zastrow.
2. **PLEDGE OF ALLEGIANCE:**
3. **REVIEW OF AGENDA:**
4. **ACCEPTANCE OF THE MINUTES:** August 21, 2019
5. **CONSENT CALENDAR:**
6. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** (Note: Commission's policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Commission from discussing or acting upon any matter that is not on the agenda. Non-agenda issues raised by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)
7. **UNFINISHED BUSINESS:**
None
8. **NEW BUSINESS:**
 - a. New Parks and Facilities Manager Position Approved
 - b. Year One ADA Transition Plan Information
9. **ITEMS FROM COMMISSIONERS:**
 - a. Chair Palmer's Upcoming Park Visit Schedule
 - b. Storage Container Replacement at Greenberg Field
 - c. AYSO Soccer Fest Report
10. **ITEMS FROM STAFF:**
 - a. Park Visit Recommended Improvements - Presentation
 - b. Circle 3.0 Tree Program Final Statistics
 - c. Upcoming Fall Special Events
11. **ADJOURNMENT**

The next Regular Parks and Recreation Commission Meeting will be held on October 16, 2019 at 6:30 p.m. at City Hall, 567 El Camino Real, San Bruno.



MINUTES

Parks and Recreation Commission August 21, 2019

1. **Call to Order/Roll Call:** Chair Palmer called the meeting of the Parks and Recreation Commission to order at 6:30 p.m. Commissioners Present: Chair Palmer, Vice Chair Gonzalez, Greenberg, Martinucci, Melendrez, Nigel, Zamattia, and Zastrow. Student Representative Excused: Koshafa. Staff Present: Brewer and Magrini.
2. **PLEDGE OF ALLEGIANCE:** Commissioner Melendrez led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes. **MSC Gonzalez/Melendrez.**
4. **APPROVAL OF MINUTES:** Minutes from June 19, 2019 were accepted unanimously.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** None.
7. **UNFINISHED BUSINESS:**
 - a. Community Day Final Financial Report, Budget Enhancement, and Sponsorship Packet Update – Superintendent Brewer stated \$71,595 was secured in sponsorships/revenues and discussed funding. She stated expenses were \$72,299. Director Magrini explained that sponsorships levels will be revamped to support this event.
8. **NEW BUSINESS**
 - a. Capital Improvement Budget Appropriation for Tom Lara Field Upgrades – **Director Magrini** stated that staff is partnering the San Bruno Lions Club in their effort to help improve the field and concession stand. The Lions Club in conjunction with the Community Foundation approached to do improvements to the concession stand. The grandstands are not in fantastic shape. City staff is pursuing grant opportunities and other funding sources in order to be able to do this project. **Vice Chair Gonzalez** asked about groups renting the concession stands. **Superintendent Brewer** stated it is difficult to find the non-profits that want to do that anymore. Concession stand was deep cleaned by our custodial staff. Discussion about equipment and remodel.
9. **ITEMS FROM COMMISSIONERS:**
 - a. Report from Community Recognition Award Sub Committee – **Vice Chair Gonzalez** stated the suggestions to get more visibility in order to get more nominations.
 - b. Park Visit Updates – **Commissioner Greenberg** requested clarification about parks that are listed in the Activity Guide. **Chair Palmer and Commissioner Nigel** tried to

- visit Buckeye Park, but main sewer line was being replaced.
- c. Update on National Night Out – **Commissioner Greenberg** attended and stated it was well organized. **Vice Chair Gonzalez** shared where she advertised the event and discussed the evening.

10. ITEMS FROM STAFF:

- a. Park Presentation – moved to next month.
- b. Reminder: Annual Report to City Council on November 12 – **Chair Palmer** stated he will take care of this. Everyone is invited to attend. He will prepare something for the October meeting.
- c. Upcoming Summer/Fall Special Events – **Director Magrini** stated that Concerts in the Park continue on Friday nights at 6pm in August and September, Dive In Movies just finished up, Movies in the Park will be on Friday nights in September, Clean Sweep Flea Market is on Sunday, September 8th, Library Homework Center will be opening September 3rd, Coffee with Dads meets every other Thursday in the Children's Library, Jazz Exploration is at the Library on September 9th, and the last day to get a free tree through the Circle 3.0 grant program is August 27th with September 13th being the day the tree location flags can be picked up at the Concerts. 105 trees have been signed up for.

- 11. ADJOURNMENT:** With no other business to be conducted, **Chair Palmer** adjourned the meeting at 7:12 p.m.

City of San Bruno
Parks & Recreation Commission
Park Visit Schedule for Commissioner Palmer
September & October 2019

Monday, September 23

Lomita Park - 8:30 AM
Belle Air/Lion's Field - 9:00 AM
7th Avenue Park - 10:00 AM
Posy Park - 10:30 AM
Centennial Park - 11:00 AM

Thursday, October 3

7th Avenue & Walnut Park - 10:00 AM
Herman Tot Lot - 10:30 AM
Bayshore Circle Park - 11:00 AM
Forest Lane Park - 11:30 AM

Thursday, October 10

Commodore Park & Dog Run - 10:00 AM
Grundy Park - 11:00 AM

Monday, October 14

Earl/Glenview Park - 8:30 AM
Catalpa Tot Lot - 9:15 AM
Fleetwood Park - 9:45 AM
Monte Verde Park - 10:15 AM

Thursday, October 17

Buckeye Park - 10:00 AM
Ponderosa Park - 10:30 AM
Pacific Heights Park - 11:00 AM

Friday, October 18

On this day I'll be doing San Bruno City Park and the Senior Center. I will work with the schedule for other Commissioners/Student Rep. to determine when to visit. I will make separate morning and afternoon visits if other Commissioners cannot do a morning/afternoon. This will include a look at the improvements that have been made to the concession stand. If I am doing this by myself it will be in the morning.

Please note that no more than 3 Commissioners, or the Student Rep. may accompany me on any visit.